APRIL/MAY 2025

23USCA13 — FUNDAMENTALS OF INFORMATION TECHNOLOGY (SEC)

Time : Three hours Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

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1. Define an Operating System.
2. List down the applications of Computers.
3. How to add Header or Footer in a Word document?
4. Define Mail Merge.
5. What is row and column in Excel?
6. How do you create a Series in Excel?
7. What is the difference between slide show view and note page view?
8. Define the term Template.

9. Specify an example of domain name.

10. What is called a Digital Signature?

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SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain the different types of Operating Systems and their functionality.

Or

(b) Briefly describe the Software and its Classifications.

12. (a) Write an account on files, folders and directories in MS word.

Or

(b) How to create a mail merge in MS Word? Explain.

13. (a) How to insert Columns and Rows in Microsoft Excel? Explain.

Or

(b) Write the procedure to create Chart in MS Excel.

14. (a) Explain the different types of Views in MS PowerPoint.

Or

(b) Discuss on built-in and user defined Templates in Power Point.

15. (a) Briefly discuss on online shopping and transaction.

Or

(b) Write a short notes on "Search Engine".

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elucidate the various Input and Output devices.

17. illustrate the components of MS-Word.

18. Exemplify any ten built-in functions used in Excel.

19. Explicate the different types of Animations in MS PowerPoint.

20. Discuss in detail about the E-Mail.

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